



JOB DESCRIPTION

Title: **ASSISTANT GOLF PROFESSIONAL II**
Department: Parks/Recreation
Class Code: 6075
FLSA Status: Non-Exempt
Effective Date: July 1, 1987 (Rev. 07/02)
Grade Number: 12

GENERAL PURPOSE

Under supervision from the golf professional, provides technical and managerial supervision of facilities and staff as outlined. To assist in the promoting of golfing activities by organizing daily play and tournaments.

EXAMPLES OF DUTIES

- *-- Assist in managing facility and staff. Understand complete operation of the golf pro shop and cafe.
- *-- Assist in supervision and training of golf shop and cafe staff.
- *-- Provide a sound teaching program to the golfing public.
- *-- Insure proper registration of golfers; correct playing start to include handling reservations and starting times.
- *-- To insure all Murray City policies are observed by the public on golf course property.
- *-- Assist in merchandising of Pro Shop to include: 1) buying, 2) display, and 3) pricing and inventory.
- *-- Responsible for preparing bank deposits and daily records; inputting of daily records and inventory into computer files.
- *-- Assist Golf Professional in the management and set-up of all golf tournaments.
- *-- In absence of Golf Professional and Assistant Golf Professional, assume management responsibilities for golf shop operations.
- Maintain adequate First Aid and CPR training.

- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from High School or equivalent plus one (1) year experience working in a golf shop under a class "A" professional. College/University course work in Recreation, Physical Education, Business Management, Finance, or Accounting may be substituted for up to six (6) months experience working in a golf shop.

Special Requirements

- Food handlers permit required.
- Must possess current Utah Driver License.
- Must affiliate with PGA within six (6) months of hiring.

Necessary Knowledge, Skills and Abilities

- Knowledge of USGA rules, handicap, course rating system, and the mechanics of the golf swing.
- Knowledge of cash register operation.
- Ability to process and balance cash register receipts.
- Ability to coordinate and expedite golf activities such as tournaments.
- Ability to communicate clearly and concisely with golf course staff and the public; maintain a congenial rapport with all those he/she comes in contact with.
- Some computer skills preferable.

TOOLS & EQUIPMENT USED

- Motor vehicle; phone; copy and fax machine; personal computer including word processing and databases software; cash register; calculator; mobile or portable radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is moderately quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.